DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

March 12, 1987

ALL COUNTY INFORMATION NOTICE NO. 1-19-87

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) INDIVIDUAL PROVIDERS

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (W-4)

The purpose of this letter is to inform you of procedures regarding the new Employee's Withholding Allowance Certificate (W-4) for individual providers of IHSS.

During the month of March, Electronic Data Systems (EDS) Corporation, the Department's IHSS payrolling contractor, will mail an Employee's Withholding Allowance Certificate (W-4) to each individual provider who has opted for withholding. Individual providers are to complete the Employee's Withholding Allowance Certificate and submit the W-4 to the County Welfare Department if income tax withholding is desired. All completed W-4s received should be sent to EDS for input. Income tax withholding for individual providers is voluntary.

As new individual providers are hired, your staff is required to provide them with a W-4 form. An initial stock of W-4s is being sent to each county under separate cover. Additional W-4s may be obtained from the Internal Revenue Service by calling 800-424-3676. A W-4 is attached for your use to ensure that your staff is familiar with this document.

A revised W-4 (W-4A) was recently released by the Internal Revenue Service (IRS). We were advised that the W-4 you are receiving is more accurate but that the W-4A is more simplified for completing. If you wish to receive the W-4A you may request one by calling the IRS at 800 telephone number above.

Should you have any questions about this service, please contact Mr. William Schimeck at (916) 323-5316 or ATSS 473-5316.

LOREN D. SUZER Deputy Director

Adult and Family Services

Attachment

cc: CWDA

1987



Instructions for Form W-4

Employee's Withholding Allowance Certificate

Why Must I Complete a New Form W-4?

The Tax Reform Act of 1986 made many changes to the tax law that could affect your taxes for 1987. Therefore, the amount of tax that is now withheld from your pay may no longer be correct. So that your employer will not withhold too much or too little tax from your pay, give your employer a new Form W-4.

When Must I File the Form?

Give your employer a new Form W-4 as soon as possible. While the law requires you to file a new form before October 1, 1987, you are urged to file early to avoid incorrect withholding.

What Happens If I Do Not Complete the Form?

The amount of tax withheld from your pay may not be close to the amount of tax you will owe when you file your tax return. If you do not give your employer a new Form W-4, your employer will have to ignore any previous form you have filed, and the amount withheld will probably not be correct for your tax situation.

How Do I Complete the Form?

The following instructions tell you how to complete the Form W-4 on this page. Use the worksheet on page 3 to figure the number of withholding allowances you can claim on Form W-4.

Please Note: Most employees will have to complete ONLY lines A through E of the worksheet. But if you have a spouse who is also employed, or you have more than one job at the same time, or you have nonwage income, complete the rest of the worksheet. You should also complete the worksheet if you have itemized deductions, tax credits, adjustments to income, or the age or blindness deduction.

Should I Claim the Special Withholding Allowance?

Claim this allowance if you have only one job at a time and you don't have a working spouse. Take this allowance so that you won't have too much tax withheld from your pay. See line B of the worksheet on page 3.

p-by-Step Instructions ودر

Step 1—How To Complete Form W-4.— First, fill in the information asked for on lines 1 through 3 of the form. Then, if you think you might be exempt from withholding, read the instructions for Step 2 below. Otherwise, skip to Step 3 on page 2. If you want to have more money withheld from your pay, see Step 4 on page 2.

After your new Form W-4 takes effect, you should check to see if you are having the proper amount withheld. To do this, you may want to get **Publication 919**, Is My Withholding Correct? For more details on withholding, get **Publication 505**, Tax Withholding and Estimated Tax, and **Publication 553**, Highlights of 1986 Tax Law Changes. You can get these publications by calling 1-800-424-FORM (3676).

Note: If Your Allowances Change.—If the number of withholding allowances you are entitled to claim decreases to fewer than the number you claim on this Form W-4, you must file a new W-4 within 10 days.

Step 2—Are You Exempt From Withholding?—You are exempt from withholding ONLY if:

- Last year you did not have any Federal income tax liability; AND
- This year you expect to have no Federal income tax liability.

Important Change in the Law.—If you can be claimed as a dependent on another person's tax return (for example, on your parent's return), you may not be exempt. You cannot claim exempt status if you have any nonwage income, such as interest on savings, and expect your wages plus this nonwage income to add up to more than \$500.

If you are exempt, go to line 6 of Form W-4 and complete the appropriate boxes. Your exempt status will remain in effect until February 15 of the next year. If you still qualify for exempt status next year, complete and file a new form by that date.

(Continued on page 2)

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Form W-4 Department of the Treasury Internal Revenue Service For Privacy Act and Paperwork Redu	Allowance	Certificate	1 51(A) (A)					
1 Type or print your full name	2 Your soci	2 Your social security number						
Home address (number and street or rural route)	3 Marital	Single Married bu	Married					
City or town, state, and ZIP code	Status	Note: If married, but legally separated, or spouse nonresident alien, check the Single box.						
4 Total number of allowances you are claiming (from the Worksheet on p 5 Additional amount, if any, you want deducted from each pay (see Step 6 I claim exemption from withholding because (see Step 2 above and che a	4 on page 2) eck boxes below the coa full refund of A expect to have a reffective and "EXE cost claimed on this ce	ALL income tax wight to a full refu MPT" here . writicate or, if claimin	nd of 19 Year 19 Yes No g exemption from withholding, that I am 19					
7 Employer's name and address (Employer: Complete 7, 8, and 9 only	if sending to IRS	8 Office code	9 Employer identification number					

Step 3—Complete the Worksheet on Page 3.— By using this worksheet, the amount of tax withheld from your pay should closely match your tax liability for the year.

Please claim all the withholding allowances to which you are entitled. In certain cases, your employer must send copies of the Form W-4 to IRS. You may then be asked to verify your allowances. This applies if you claim more than 10 withholding allowances, or you claim exemption from withholding under Step 2 and your wages are expected to usually exceed \$200 a week.

Penalty.—You may be fined \$500 if, with no reasonable basis, you file a Form W-4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding.

Line B—Special Withholding
Allowance.— The Special Withholding
Allowance is very important. Claim it if you
qualify for it, because if you do not, too
much tax may be withheld from your pay.

Claim this allowance if:

- You are single and have only one job at a time; OR
- You are married, have only one job at a time, and your spouse does not work; OR
- You have two jobs at a time and only one job paid more than \$2,500; OR
- You are married, both you and your spouse work, and only one job paid more than \$2,500.

Line E—Should I Stop Here?—You may stop here and enter the total from line E on Form W-4, line 4, only if you do not need to increase or decrease your allowances as explained between lines E and F of the worksheet.

Line F—Adjustments to Income.—Enter the total of the following:

- Qualified reimbursed employee business expenses (unreimbursed expenses are allowed only as an itemized deduction)
- · Qualified alimony payments made
- · Deductible business and investment losses
- Penalty on early withdrawal of savings
- Qualified contributions to an IRA account or Keogh plan. If either you or your spouse, if applicable, have an IRA and are covered by an employer's pension plan, your 1987 IRA deduction may be reduced or eliminated if your adjusted gross income is at least \$40,000 (\$25,000 if single, or \$0 if married filing separately). Get Publication 590, Individual Retirement Arrangements (IRAs), for details.

Line G—Itemized Deductions.—Enter th. total of the following:

- Medical expenses in excess of 7.5% of your AGI*
- State and local taxes (exclude sales taxes)
- Home mortgage interest and 65% of personal interest
- · Qualified investment interest
- Charitable contributions
- Certain casualty and theft losses in excess of 10% of AGI*
- Moving expenses (if reimbursed, include only if your employer withheld tax on them)
- Miscellaneous deductions (most of these are now deductible only in excess of 2% of AGI*; see Publication 553)
- * In general, your AGI (adjusted gross income) is your income less any adjustments to income included on line F of the worksheet.

Line J—Additional Standard Deduction for Age or Blindness.—If you do not expect to itemize deductions on your 1987 tax return and either you or your spouse is age 65 or over or blind, use the following table.

table.	If 65 or over or blind, enter on line J:	If 65 or over and blind, enter on line J:
Single	\$1,210	\$1,960
Head of Household	\$2,610	\$3,360
Married-Joint	\$1,840 **	\$2,440 **
Married-Separate	\$1,220	\$1,820
Qualifying Widow(e	r) \$1,840	\$2,440

**If your spouse is 65 or over or blind, add \$600 to this amount. Add \$1,200 if spouse is both 65 or over and blind.

Line K—Tax Credits.— Enter the amount of any tax credits you expect to claim, such as the credit for child and dependent care expenses, the earned income credit (EIC), and other credits shown on the 1986 Form 1040. The amount of the EIC has increased for 1987. Get Publication 553 for details. Do not include the EIC if you are receiving advance payment of it.

Line 0.— Round the result to the nearest whole number. Drop amounts under .50. Increase amounts from .50 to .99 to the next whole number. For example, 3.25 becomes 3, and 4.61 becomes 5.

Lines Q through T—Working Spouse?
More Than One Job? Nonwage Income?—
So that you will have enough tax withheld, you MUST complete any lines that apply to you.

Line U—Total Withholding Allowances.—
If the number on line T is larger than the number on line P, you will probably owe more tax when you file your return and may have to pay a penalty unless you take further

steps to have more tax withheld from your pay. You may use the instructions for Step 4 to estimate how much additional tax you should request your employer to withhold each pay period. As an alternative, you may use the 1987 Form 1040-ES, Estimated Tax for Individuals, to make this computation.

Step 4—Additional Amount You Want Deducted From Each Pay.—In some instances, you will be underwithheld, even if you do not claim any withholding allowances on Form W-4. This could occur if you have a working spouse, more than one job at a time, or nonwage income, AND the number on line T of the worksheet is larger than the number on line P.

To correct this problem, you may have more tax withheld by filling in a dollar amount on line 5 of Form W-4. A method of figuring this amount follows:

 Enter the number from T of the worksheet 	line
2. Enter the number from P of the worksheet	line
3. Subtract line 2 from line	1
4. Enter the amount from table below that applies you	
5. Multiply line 3 by line 4.	. \$
6. Divide line 5 by the num of pay periods each ye Enter the result here and Form W-4, line 5	ear.
Married Workers' Combined Annual Income Under \$4.860 \$4,860 - \$29,860 \$29,861 - \$46,860 \$46,861 - \$91,860 \$91,861 and over	Line 4 Amount \$209 \$285 \$532 \$665 \$732
Unmarried Worker's Annual Income	Line 4 Amount
Under \$2,440 \$2,440 - \$17,440 \$17,441 - \$27,640 \$27,641 - \$54,640 \$54,641 and over	\$209 \$285 \$532 \$665 \$732

Privacy Act and Paperwork Reduction Act Notice.—We ask for this information to carry out the Internal Revenue laws of the United States. We may give the information to the Department of Justice for civil or criminal litigation and to cities, states, and the District of Columbia for use in administering their tax laws. You are required to give this information to your employer.

Worksheet To Figure Your	Withholding	Allowances
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	a: If you have a working spouse bining all income, deductions, a	· or more than one job and credits on the one	i at a time, worksheet	use only-on∈ t	e worksheet t	o figure	your total allowances,		
A	Enter "1" for yourself unless you can be claimed as a dependent on another person's tax return								
	• you are single and you have only one job; or								
В	Special Allowance.—Enter " I	." if: • you are marri	ed, you hav	ve only one jo	ob, and your	spouse d	oes not work; or	В	
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C									
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You	MUST complete lines Q throug				from the fol	lowing so	urces:		
			Nonwage	Income					
You	SHOULD complete lines F thro			•	DC 1 5			ļ	
	 Itemized Deductions Tax 				r Blindness L	eduction	1		
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F	Enter your estimated adjustm	ents to income		, ,		. , F	\$		
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Н	Enter: \\$2,540 if single or hea		MICOM(EI)	н \$					
1.f	\$1,880 if married filin			"					
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^{*} If you have more than one job or if your spouse works, you may claim all of your allowances on one job or you may claim some on each job, but you may NOT claim the same allowances more than once. Your withholding will usually be more accurate if you claim all allowances on the Form W-4 for the job with the largest wages and claim zero on all other Forms W-4.

\$12,000 \$14,000 \$16,000 \$18,000 \$20,000	\$4,000 \$4,000 \$6,000 \$8,000	Line 6.	Amount From		\$60,000 \$70,000	\$42,000 \$42,000 \$44,000 \$46,000 \$48,000	\$32,000 \$32,000 \$34,000 \$36,000 \$38,000	\$22,000 \$22,000 \$24,000 \$26,000 \$28,000	\$12,000 \$12,000 \$14,000 \$16,000 \$18,000	\$4,000 \$4,000 \$6,000	At I Least-	Amount From		5. Subtra	•	3. Enter the	 Enter .
\$14,000 \$16,000 \$18,000 \$20,000	\$4,000 \$6,000 \$8,000 \$10,000 \$12,000	6 Above But Less Than-	From		\$55,000 \$60,000 \$70,000	\$42,000 \$44,000 \$46,000 \$48,000 \$50,000	\$32,000 \$34,000 \$36,000 \$38,000 \$40,000	\$22,000 \$24,000 \$26,000 \$28,000 \$30,000	\$12,000 \$14,000 \$16,000 \$18,000 \$20,000	\$2,000 \$4,000 \$6,000 \$10,000	Above But Less Than-	From		act line	oly line	the nur	wages
1,500 1,900 2,100		Under \$10,000			0000	00000	00000	00000	00000	00000	Under \$4,000 \$			Subtract line 4 from line	2 by line	number from line	Enter wages from the HIGHEST paying job (of either spouse, if married) \$ 1.900
		Company of the Compan			12.900 12.900 12.900	10,200 11,100 12,000 12,900 12,900	8,600 8,600 9,200	1,000 2,700 4,400 6,200 7,900	888888 800000000	88883 80000 0	\$4,000 And Under \$18,000			ne 1. If	3. Enter the	n line P	HGHE
8,5,500 8,500 8,400	1.500	\$10,000 And Under \$12,000			17,700 17,700 17,700 18,300	16,200 16,700 17,200 17,700 17,700	13,700 14,200 14,700 15,200 15,700	7,900 9,600 11,100 12,100 13,000	1,000 2,700 4,400 6,200	88833 00000 00000	\$18,000 \$ And Under \$20,000 \$			1. If zero or less, enter zero	r the resu	of Worksheet on	ST paying
		هد هد			18,200 18,200 18,200 19,100	16,700 17,200 17,700 18,200 18,200	14,200 14,700 15,200 15,700 16,200	9,300 10,200 11,100 12,100 13,300	1,000 2,700 4,400 6,200 7,900	8883 8888 8888 9888	\$20,000 And Under \$22,000			ss, ente	result here	heet or	g job (of
4,700 5,700 6,700 7,400 8,900	0 0 1,500 3,300	\$12,000 And Under \$14,000			18,700 18,700 18,700 19,800	17,200 17,700 18,200 18,700 18,700	14,700 15,200 15,700 16,200 16,700	9,300 10,200 11,100 12,400 13,800	2,700 4,400 6,200 7,400 8,300	1,000 1,000	\$22,000 : And Under \$24,000 :			er zero		page 3	either s
		₩ ₩			19,200 19,200 19,200 20,600	17,700 18,200 18,700 19,200 19,200	15,200 15,700 16,200 16,700 17,200	9,300 10,200 11,400 12,900 14,300	5,600 5,600 7,400 8,300	300 1,000 2,700	\$24,000 And Under \$26,000				,	•	pouse, i
4.700 5.800 7.200 7.900 9.400	0 1,500 2,900 3,800	\$14,000 And Under \$16,000			19,700 19,700 19,700 21,000	18,200 18,700 19,200 19,700 19,700	15,700 16,200 16,700 17,200 17,700	9,300 10,500 11,900 13,400 14,800	4.600 5.600 6.500 7.400 8,300	0 300 1,000 2,700 3,700	\$26,000 And Under \$28,000		Table			×	f married
		\$1			19.700 19.700 19.700 21,200	18.500 18.900 19.300 19.700 19.700	16,200 16,700 17,200 17,700 18,100	9,600 11,000 12,400 13,900 15,300	5,600 5,500 7,400 8,300	1,800 2,800 3,700	\$28,000 And Under \$30,000		A	+49	€)
4,900 6,300 7,700 8,400 9,900	1,000 1,900 2,900 3,800	\$16,000 And Under \$18,000		Table	19,700 19,700 19,900 21,400	18,500 18,900 19,300 19,700 19,700	16,500 16,900 17,300 17,700 18,100	10,100 11,500 12,900 14,400 15,800	4.600 5.600 6.500 7.400 8,700	700 1,800 2,800 3,700	\$30,000 And Under \$32,000		For Married		TATAL DANIES OF THE PROPERTY O		
11 0 0 0 0 0 0	60 B)	\$18 Ur \$20	Amour	B-For	19,700 19,700 20,100 21,600	18,500 18,900 19,300 19,700 19,700	16.500 16.900 17.300 17.700 18.100	10,600 12,000 13,400 14,700 15,800	4,600 5,600 6,500 7,700 9,200	700 1 800 2 800 3 700	\$32,000 And Under \$34,000	Amoun	ed Co				
3.200 100	1.000 1.900 2.900	\$18,000 And Under \$20,000	Amount From Line	r All Others	19.700 19.700 20.300 21.800	18,500 18,900 19,300 19,700 19,700	16.500 16.900 17,300 17,700 18.100	11.100 12.400 13.500 14.700 15,800	4,600 5,600 6,800 8,200 9,700	0 700 1.800 2.800 3,700	\$34 000 And Under \$36,000		Couples Fi	10. E	9. R	00 1	7. If
10.88.75 10.88.75	ج س ب	\$20,000 And Under \$22,000	Line 5	hers	19,700 19,800 20,500 22,000	18,500 18,900 19,300 19,700 19,700	16,500 16,900 17,300 17,700 18,100	11,200 12,400 13,500 14,700 15,800	4,600 5,900 7,300 8,700 10,100	700 1.800 2.800 3,700	\$36,000 And Under \$38,000	_	Filing Jo	Enter on line R of the column and	Read DO	ead AC	nter wa marrier
5.900 7.200 8.300 10.100	400	000 der 000	5 Above		19,700 20,000 20,700 22,200	18,500 18,900 19,300 19,700 19,700	16,500 16,900 17,300 17,700 18,100	11.200 12.400 13.500 14.700 15.800	4,900 6,400 7,800 9,000 10,100	0 700 1.800 2.800 3.700	\$38,000 And Under \$40,000		Joint Retur	line R of	DOWN the le	Read ACROSS the	Enter wages from the NEXT HIGHEST paying job If married filing jointly, use Table A. Otherwise up
6.000 7.200 8.300 8.900 10.100	1,000 2,100 3,500 4,900	\$22,000 And Under \$24,000			19,700 20,200 20,900 22,400	18,500 18,900 19,300 19,700	16,500 16,900 17,300 17,700 18,100	11,200 12,400 13,500 14,700 15,800	5.400 6.700 7.800 9.000 10.100	700 1,800 2,800 4,000	\$40,000 And Under \$42,000		ırns	of the Wor row meet	eft colu	e table a	the NE)
88888	88880	8 8			19,900 20,400 21,100 22,600	18,500 18,900 19,300 19,700 19,700	16,500 16,900 17,300 17,700 18,100	11.200 12,400 13,500 14,700 15,800	5,500 6,700 7,800 9,000 10,100	700 1.800 3.100 4,400	\$42,000 And Under \$44,000			ksheet	nn and	nd find	∢T HIG⊢ e Table
6,000 7,200 8,300 8,900 10,100	1,4 2,6 3,7 4,9	\$24,000 And Under \$30,000			20,100 20,600 21,300 22,800	18.500 18.900 19.300 19.700 19.700	16,500 16,900 17,300 17,700 18,100	11,200 12,400 13,500 14,700 15,800	5,500 6,700 7,800 9,000 10,100	700 2,100 3,200 4,400	\$44,000 And Under \$46,000			he amo	find the	the colu	EST pay A. Other
88888	.400 .700 .900	05 0			20,300 20,800 21,500 23,000	18,500 18,900 19,300 19,700 19,900	16,500 16,900 17,300 17,700 18,100	11,200 12,400 13,500 14,700 15,800	5.500 6,700 7,800 9,000 10,100	700 2.100 3.200 4,400	\$46,000 And Under \$48,000			Enter on line R of the Worksheet the amount in the table where the column and row meet.	It column and find the row for the line 6 amount.	table and find the column for the line 5 amount.	n
6,000 7,200 8,300 8,900 10,400	1,400 2,600 3,700 4,900	\$30,000 And Under \$40,000			20.500 21.000 21.700 23.200	18.500 18.900 19.400 19.900 20,100	16.500 16.900 17.300 17.700 18.100	11,200 12,400 13,500 14,700 15,800	5,500 6,700 7,800 9,000 10,100	700 2,100 3,200 4,400	\$48,000 And Under \$50,000			e table v	he line (e line 5	
00000	00000	0 0			20,800 21,300 22,100 23,600	18.500 19.100 19.700 20.300 20.500	16.500 16.900 17.300 17.700 18.100	11,200 12,400 13,500 14,700 15,800	5,500 6,700 7,800 9,000 10,100	700 2,100 3,200 4,400	\$50,000 And Under \$55,000			vhere	6 amoun	amount	
6,200 7,500 8,800 9,600 11,200	1,400 2,600 3,700 4,900	\$40,000 And Under \$50,000	***************************************		21,300 21,800 22,600 24,100	19,000 19,600 20,200 20,800 21,000	16,500 16,900 17,300 17,800 18,400	11,200 12,400 13,500 14,700 15,800	5.500 6,700 7,800 9,000 10,100	700 2.100 3.200 4.400	\$55,000 And Under \$60,000				-	•	· •
					22,100 22,600 23,300 24,800	19.800 20,400 21,000 21,500 21,700	16,800 17,400 18,000 18,600 19,200	11,200 12,400 13,500 14,700 15,800	5,500 6,700 7,800 9,000 10,100	0 700 2,100 3,200 4,400	\$60,000 And Under \$70,000						***************************************
6,500 7,700 8,900 9,600 11,200	1,600 2,800 4,000 5,300	\$50,000 Or Over			22,500 23,000 23,600 25,000	20,400 20,900 21,500 22,000 22,200	17,700 18,200 18,800 19,300 19,900	12,000 13,200 14,400 15,600 16,800	5.500 6,700 7.900 9,300 10,600	700 2,100 3,200 4,400	\$70,000 Or Over						